

**Law Clerk  
2023-2024 Term**

**Closing Date:** Open Until Filled

**Office:** Circuit Court for Charles County, The Honorable Monise A. Brown

**Salary:** \$56,246 Non-Bar Member  
\$62,485 Bar Member

**FLSA Status:** Exempt

**Position Type:** Regular/Temporary, Full Time, At-Will

**Financial Disclosure:** No

**Essential Functions:** Prepares memoranda and opinions, researches legal issues, prepares case for Docket, reviews case files and motions as they are sent to Chambers, performs a variety of duties related to the court's case management and attends court daily. Performs other duties as assigned.

**Education:** Has obtained a J.D. degree from an ABA accredited law school or have obtained a J.D. from an accredited law school by May 2023.

**Preferred:** Excellent legal writing and research skills. Prior moot court, trial advocacy and journal membership are also preferred, but not required.

**Skills/Abilities:** Knowledge of laws, court procedures and the progression of case from original charge through trial, sentencing, modification and violation of probation stages. Knowledge of general office work such a filing and recording information. Knowledge of computer hardware and software. Excellent organizational and time management skills. Ability to perform legal research. Ability to read and understand law-related materials. Ability to compose orders and memoranda. Ability to apply policies, procedures, rules, regulations, and laws as required. Ability to perform all essential functions of this position.

**To apply, please send a cover letter, resume, one writing sample (no more than 5 pages long), transcripts (unofficial is acceptable) and references to: [lindsay.elms@mdcourts.gov](mailto:lindsay.elms@mdcourts.gov) with the subject line "Law Clerk 2023-2024 Term"**

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